

# **POSITION DESCRIPTION**

## **PARK COUNTY**

**Livingston, Montana**

### **POSITION IDENTIFICATION**

<b>Functional Title:</b>	Human Resource Director
<b>Department:</b>	Human Resources
<b>Supervisors:</b>	Commissioners
<b>Subordinates:</b>	HR Assistant and Accounts Payable Clerk
<b>Status:</b>	Exempt
<b>Pay Grade:</b>	15

### **POSITION SUMMARY**

The Human Resources Director guides and manages the overall provision of Human Resources services, policies, and programs for the entire county, works with the Operations Director and County Attorney and is direct employee of the Park County Commission. The Human Resource Director also performs special projects for the Park County Commission as directed. Ensures compliance with Park County policy and personnel manual, including; staying abreast of new laws, codes and procedures, and attending workshops and other continuing education functions as needed and directed by commissioners.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administers day to day operation of human resources for Park County. Implements personnel policies consistent with County Policy and procedure handbook and state and federal law.**

1. Maintains employees' personnel files and other confidential files.
2. Provides or ensures appropriate supervisory training for department heads and supervisors.
3. Performs all payroll functions, except the inputting of time sheets.

**Performs preliminary assessment of bi-weekly timesheets in order to resolve problems encountered and ensure accuracy and completeness of appropriate documentation and forms.**

1. Performs the timely entry of data into the appropriate system, including information pertaining to employee separations, appointments, leaves, transfers, benefits, payroll, etc.
2. Completes payroll functions including salary changes, wage assessments, all status change forms, compensation and benefits administration, etc.
3. Administers all employee benefits programs.

**Manages the position management and recruitment process for Park County and documents activity.**

1. Ensures position classification, recruitment, and employee selections are accomplished within acceptable time frames and in accordance with established guidelines and policies
2. Is the direct contact between Job Service and Park County. Works with Department heads to ensure proper procedure is followed for posting job positions in house and at Job Service.
3. Assists department heads with developing job descriptions when necessary.

**Serves as advisor to Park County Commission on specific human resource problems and concerns. Oversees the processing of adverse actions, grievances and other employee relations matters.**

1. Advises department heads on employee disciplinary issues. Encourages progressive discipline when appropriate, ensuring that actions adhere to all relevant rules and policies.
2. Strictly follows established procedures related to confidentiality of data.
3. Discusses potential grievance-related concerns with employees in order to identify options or resolve issues prior to the formal filing of a grievance.
4. Correctly advises employees on grievance procedures.
5. Maintains confidentiality of all files and reports.

**Administers employee benefits and ensures compliance with applicable Park County policies, state and federal laws.**

1. Provides and disseminates benefits information. Counsels, informs and advises employees in benefit selection.
2. Conducts and/or supervises the annual "open enrollment" process within the directed time frames.
3. Ensures benefit programs are effectively communicated to employees and administered according to established guidelines.
4. Ensures that all necessary paperwork is completed in an accurate and timely manner.
5. Keeps Park County Commissioners and Civil Attorney abreast of any discrepancies and related problems.

**Researches, organizes, documents and completes special projects assigned by Park County Commission.**

1. Performs special studies and projects as requested.
2. Completes projects in a satisfactory, timely manner.

**Oversees Park County midpoint reviews and performance management process.**

1. Properly distributes appropriate mid-point reviews and performance management forms to supervisors in a timely manner.
2. Properly and professionally advises department heads on compliance with applicable policies, procedures and deadlines.
3. Reviews performance management forms for appropriate signatures and thoroughly checks forms for completeness and accuracy and returns them by established deadlines.
4. Calculates proposed salary adjustments for accuracy and compliance with policy.
5. Ensures performance management information is entered and by the established deadline.

## **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

A bachelor's degree in either Business Administration, Human Resources, or Public Administration from a college or university \*and\* Four – Five years of full-time work in human resources with emphasis on civil and personnel issues. PHR or SPHR preferred. Government or non-profit work experience preferred

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee is regularly required to sit, use hands to finger, handle, or feel, and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.